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MEMORANDUM FOR: AD/DCI/IC
                 C/MPRRD
                 C/CPAD
                 IC KEP Monitor

SUBJECT: KEP Guidance and Instructions for FY 1974

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1. I have no major problems with the proposed memorandum from [   ] concerning this subject. It is perhaps a little too kind, since it practically tells the reader how to sharpen his pencil, but this may be necessary. And I think it would be wise to indicate at the beginning of each major section just who is supposed to respond (e.g., the NIOs to Section A, etc.); I would put the note which appears on the bottom of the page concerning Section A, II up at the top in parentheses after the underlined caption; and, come to think of it, I would also number the pages.

2. My principal suggestion however concerns the cover memorandum for this exercise, which I think should be made as simple and non-bureaucratic in tone as possible. I suggest something along the following lines:

We have revised the KIQ Evaluation Process in the light of our recent experience with the pilot program. Though at first glance they might not look it, the procedures have been simplified and, we hope, clarified.

The guidance paper (attached) is divided into three sections. Section A is for the NIOs; B for CIA, DIA and INR; and C for the USIB committees (COMIREX, SIGINT and Human Sources). The IC Staff report on the KEP pilot program (which terminates on 31 August 1974) is scheduled for presentation to the DCI and USIB on 15 October. We thus ask that your responses reach us by 23 September..

Please refer any questions to me [   ]

25X1   Signed - [   ]

[   ]